

LOS ALAMOS

Human Resources

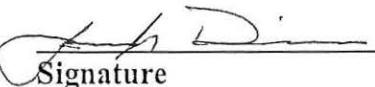
C
James

CO



LOS ALAMOS COUNTY
1000 Central Ave
Los Alamos, NM 87544

Acknowledgement of Receipt:


Signature

10/7/16
Date

MEMORANDUM

TO: Joseph Dimas
FROM: Philo Shelton: Director Public Works
Through: Ed McDaris, Assistant HR MGR
SUBJECT: Notice of Administrative leave with Pay
DATE: October 7, 2016

Effective immediately, you are being placed on administrative leave with pay in accordance with County Personnel Rule 725.1. You will remain on administrative leave until further notice.

During your administrative leave period you must comply with the following:

1. You will not engage in any county duties or activities unless expressly directed to do so by me.
2. You will remain available for contact from 8:00 a.m. to 5:00 p.m. Monday through Friday regarding the investigation or other County business. You must provide a telephone number below where you will be immediately available to respond to contact during those hours.
3. You may be called back to work or for an additional investigatory interview at any time during business hours.
4. You must be able to respond to the County Municipal Building within one hour of being notified.
5. Failure to be readily available during business hours may subject you to disciplinary action.
6. You must notify me if you will be absent and unavailable for contact. You must receive my pre-approval for such unavailability. Any leave must be preapproved.

These directives shall remain in force pending further notice.

This is the telephone number I can be reached at between 8:00AM and 5:00 PM Monday through Friday

[REDACTED]

[REDACTED]

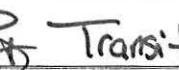
COUNTY OF LOS ALAMOS
PERSONNEL FOLDER REVIEW LOGJoseph Dimes

EMPLOYEE NAME

EMPLOYEE#

My signature acknowledges that I have requested to review this personnel folder and that I will not add or remove any documents to or from this folder. My signature also acknowledges that I am authorized to review this folder in accordance with the County of Los Alamos Personnel Rules and Regulations. I understand that the information contained in this folder may be privileged and confidential and shall be treated as such except as specifically exempted by the Information Public Request Act and other applicable laws.

PRINT NAME	SIGNATURE	AGENCY	DATE	TIME REC'D	TIME RET'D
------------	-----------	--------	------	------------	------------

1. James Barela  Transit 10-9-15 1:05 pm 1:08

2. KEI SMITHSON  TRANSIT 10-9-15 1:05 pm 1:07 pm

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____



County of Los Alamos
Post Hire Questionnaire

Employee Number	Social Security Number
--------------------	------------------------

Legal Name (First, Middle, Last)

Joseph John Dimas

Date of Birth	Female	Male
---------------	--------	------

1986

Mailing Address	
--------------------	--

Physical Address (if different)	
--	--

Home Phone	Cell Phone
------------	------------

Emergency Contact	
----------------------	--

List all dependents (including spouse). Dependent is any child who is not married and who has not attained the age of 19, or age 25, if a full-time student at an accredited school. All fields are necessary.

Full Name	Relationship	Birth Date	Social Security Number

Were you a member of Public Employees Retirement Association (PERA) or other plan sponsored by the State of New Mexico before being hired by Los Alamos County? Yes No

If yes, approximately how many years of service credit do you have? _____

Drivers Lic Number	Drivers Lic Exp Date	Drivers Lic State	Drivers Lic Type/Class
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2022

For Use by HR Only

DL required?	Yes	No	DL verified by
--------------	-----	----	-------------------

Yes

No

by

EMPLOYER COPY



LOS ALAMOS COUNTY

1000 Central Avenue, Suite 230
Los Alamos, New Mexico 87544
(505) 662-8040 fax (505) 662-8000

Human Resources Division

October 14, 2015

Joseph Dimas
PO Box 142
Embudo, NM 87531

Dear Mr. Dimas,

This letter is to confirm our verbal offer and your acceptance of a promotion from a full time, Limited Term Transit Operator I to a full time, Regular Transit Operator I with the Public Works-Transit Division. Your effective date is October 26, 2015 at a non exempt salary of \$15.62/hr., which will be paid on a bi-weekly basis. Please schedule a meeting with Bernadette Martinez (662-8067) to arrange for enrollment in the LAC Pension Plan and Long Term Disability benefit.

This offer is contingent upon the following:

1. Must possess or have ability to obtain within sixty days of employment and must maintain a valid New Mexico CDL-B driver's license with a bus passenger endorsement and medical certification.
2. Must possess or have ability to obtain within three months of employment and must maintain NMDOT Driver Training certificate or approved equivalent. Must possess or have ability to obtain within first six months of employment and must maintain basic First Aid, CPR and defensive driving certifications.
3. Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.

You will serve a probationary period of six (6) months as required by the Los Alamos County Personnel Rules and Regulations stated in Rule 411.2.

Enclosed is Social Security Form SSA-1945, Statement Concerning Your Employment in a Job Not Covered by Social Security for your review and signature.

Please sign the acceptance clause below and return this letter, along with the signed job description and form SSA-1945, to the Human Resources Division.

If you have any questions, please feel free to call me at (505) 662-8040.

Sincerely,

For Denise Cassel
Human Resources Manager

I understand and accept the offer of employment as set forth above.

Joseph Dimas

10/22/15
Date

Los Alamos County

Job Description and Classification



JOB TITLE: **Transit Operator I, Transit Operator II, Lead Transit Operator**
JOB CODE: **6713, 6712, 6711**
CLASSIFICATION: **Non-Exempt**
DEPARTMENT/DIVISION: **Public Works/Transit**
SUPERVISOR: **Transit Supervisor**

Position Summary:

Under direct supervision of the Transit Supervisor, provides safe, courteous, and on-time transportation to the general public in a variety of mass transit vehicles and services. Provides a range of customer service and support to customers and community members for Atomic City Transit. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Operates a variety of mass transit vehicles for the primary purpose of transporting passengers in a safe, courteous, and timely manner; observes all traffic laws and county, state, and federal regulations, policies, and procedures in regards to transit operations.
- Transports various transit vehicles to other locations.
- Operates standard vehicle equipment and various other equipment, such as passenger lifts, kneelers, fare boxes, electronic signs, rear lifts, radios, recording systems and GPS systems.
- May collect fares, sell passes, handle money and/or issue transfers. May be required to carry cash.
- Provides excellent customer service including verbal and written information to the public regarding routes, schedules, transfer points, and events; communicates, assists, and interacts with individuals of various backgrounds and abilities in a professional and friendly manner.
- Conducts thorough vehicle inspections on a daily basis in order to ensure safe transportation practices and compliance with county, state and federal requirements.
- Immediately and appropriately reports malfunctions, concerns, or other needed repairs to Transit Operations Supervisor.
- Keeps vehicles cleaned, fueled and ready for service at all times while on shift. During Maintenance and Project Assignments, conducts thorough washing, cleaning, and detailing of transit vehicles.
- Maintains professional communication with the Transit Customer Care Center. Informs dispatch of passenger pick-up and drop-off locations that require lift assisted transportation.
- Assists individuals with physical or mental limitations for the purpose of providing access to public transportation and ensuring passenger safety; secures mobility devices, walkers, oxygen tanks, and other equipment to ensure safety and comfort.
- Provides written and verbal reports on a regular basis, such as manifest reports, incident reports, accident reports, defect reports, mileage reports, route changing notifications, passenger count sheets, passenger exchanges, road conditions, detours, and equipment failure notifications.
- Attends staff meetings and various trainings during and outside of normal work hours.

- May assist Traffic Operations during times of emergencies or when there is a shortage of staff due to unforeseen events.
- Responds to emergency situations involving passengers, the public, or transit vehicles for the purpose of maintaining public safety during incidents, evacuations or other emergency situations.
- Assists as needed during emergency activities and evacuations.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs maintenance, projects, and other duties as required.

Additional Essential Duties and Responsibilities for Transit Operator II:

- Assists the Lead Transit Operator with reports, incidents and concerns during Operator's shift.
- May perform customer service and/or dispatch duties as assigned during off-peak hours and times of emergencies or when there is a shortage of staff.
- Monitors supply room and ensures that it is adequately stocked.
- Monitors buses and ensures that they are supplied with necessary materials.
- Monitors securement devices on transit fleet and ensures that they are functional and/or replaced.
- May provide guidance or training to Transit Operator I.

Additional Essential Duties and Responsibilities for Lead Transit Operator:

- Monitors on-time staff and transit arrivals, addresses incidents, issues, and concerns during operating hours.
- Plans and schedules work assignments, materials, and equipment for projects, maintenance, and special events.
- Logs activities of the shift, and appropriately reports malfunctions, concerns, or other needed repairs to Transit Supervisor.
- Inventories supplies for operators to perform pre- and post-trip inspections and clean buses; ensures all emergency equipment is functioning and up to date.
- May function as the acting Transit Supervisor in the absence of the Supervisor, including emergency situations.
- Conducts various coaching including but not limited to Behind-the-Wheel Coaching; On-Board Route Coaching; Vehicle Orientation Coaching; Coaching For Mobility Device, Boarding and Securement Equipment.
- Provides assistance to internal and external event staff.
- Assists with route timing and suggests route improvements as needed.
- Provides guidance and training to Transit Operator I and II.

Minimum Qualifications:

- High School Diploma or GED.
- One year of customer service experience.
- Must possess or have ability to obtain within sixty days of employment and must maintain a valid New Mexico CDL-B driver's license with a bus passenger endorsement and medical certification.
- Must possess or have ability to obtain within three months of employment and must maintain NMDOT Driver Training certificate or approved equivalent. Must possess or have ability to obtain within first six months of employment and must maintain basic First Aid, CPR and defensive driving certifications.
- Must successfully complete a thorough background investigation.

T.D.

Job Description and Classification
Transit Operator I 6713
Transit Operator II 6712
Lead Transit Operator 6711

- Must successfully complete pre-employment physical exam prior to commencing work.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.

Additional Qualifications for Transit Operator II:

- Three years' experience as a transit, shuttle or bus operator.
- Must possess or have ability to obtain within six months of employment, and must maintain FTA approved Vehicle Operations, Managing Emergencies, and Customer Relations certifications.

Additional Qualifications for Lead Transit Operator:

- Additional two years' experience as a transit, shuttle, or bus operator.
- Must possess or have ability to obtain within six months of employment and must maintain FTA approved Para Transit Operator's Certification, or approved equivalent.

Preferred Qualifications for Transit Operator II:

- Two years of customer service experience across all years of job related experience.

Additional Preferred Qualifications for Lead Transit Operator:

- Experience in a lead capacity or supervisory across all years of job related experience.

Knowledge, Skills, and Abilities:

- Knowledge of transportation related hazards and safety precautions.
- Knowledge of or ability to learn applicable Federal, State, County and Local laws, regulations, and requirements related to transit operations.
- Knowledge of basic vehicle inspections and maintenance, including tire pressure, oil checks and fluid levels.
- Knowledge of recordkeeping principles.
- Knowledge of traffic laws, ordinances, and regulations involved in motor vehicle operation and passenger transportation responsibilities.
- Knowledge and abilities in customer service practices and techniques.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to safely and efficiently operate a variety of mass transit vehicles, standard vehicle equipment, passenger lifts, kneelers, fare boxes, electronic signs, rear lifts, radios, recording systems, GPS systems and other transit related equipment.
- Ability to assist patrons with physical and mental disabilities.
- Ability to establish and maintain an effective working relationship with the public, other departments, and county employees.
- Ability to effectively navigate routes and accurately meet time schedules as traffic and weather conditions allow.
- Ability to learn the geography of Los Alamos County, the locations of important buildings, and the street system.

Additional Knowledge, Skills, and Abilities for Transit Operator II:

- Skill in record maintenance.
- Ability to create, compose and edit written materials.

Additional Knowledge, Skills, and Abilities for Lead Transit Operator:

- Skill in providing coaching and training.
- Skills using independent judgment in problem solving of complex operating issues.
- Ability to gather and analyze statistical data and generate reports.
- Ability to use good judgment, analyze and solve problems.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit up to 10 hours per day; use sense of smell; have manual and finger dexterity; stoop, talk, see and hear. The employee is occasionally required to stand. The employee is occasionally required to crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. Employee must regularly move and/or lift up to 25 pounds. Employee must occasionally move and/or lift up to 50 pounds.

Work Environment:

Work is generally performed in vehicle and an outdoors setting with a high noise level. Exposure to natural weather conditions with high exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves exposure to hazards or physical risks, and requires following basic safety precautions. Travel, training, meetings, events, on-site response to emergency situations, and evening, holiday, and weekend work will be required and may be on short notice. This position must respond when called out during an emergency situation.

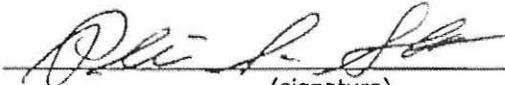
This position is covered under the Federal Transit Administration's guidelines for drug and alcohol testing and the Department of Transportation (DOT), Anti-Drug & Alcohol Act pursuant to the Pipeline Safety and Commercial Driver's License Regulations, covering random, post-accident, pre-hire, and return to duty testing.

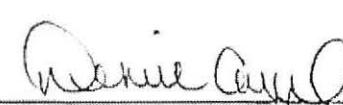
Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

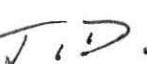
Job Description and Classification
Transit Operator I 6713
Transit Operator II 6712
Lead Transit Operator 6711

Approvals:

Department Director:  Date: 7-7-15

Human Resources Manager:  Date: 7-7-15
(signature)

Reviewed: MM/DD/YYYY Revised: 11/05/12, 03/20/2015

LAC 

04/2012

Page 5 of 5



COUNTY OF LOS ALAMOS

1000 Central Avenue, Suite 230
 Los Alamos, NM 87544
 (505)662-8040
 FAX (505)662-8000
 jobs@lacnm.us
 www.losalamosnm.us

For Use by Human Resources	
Qual	<i>Ex</i>
Not Qual	_____
Educ	_____
Exp	_____
Other	_____

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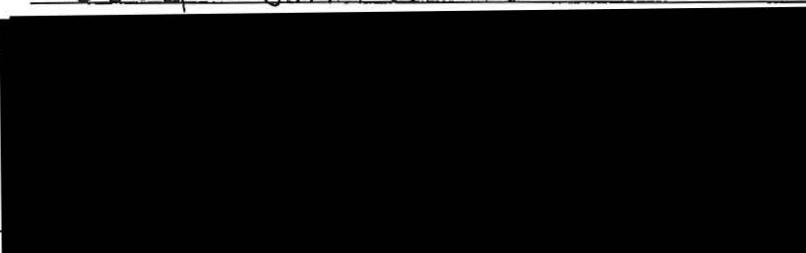
APPLICATION FOR EMPLOYMENT

The Incorporated County of Los Alamos does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation or gender identity, disability, genetic information, or veteran status in the employment or the provisions of service.

Date of application 9/28/15 Announcement # 16-43
 Position applied for Transit Operator I

PERSONAL INFORMATION

Name Joseph John Dimas

Address 

Phone 

Email address 

Have you ever used a different name for school or employment? If yes, please list.

Joe

Does Los Alamos County employ any relative of yours? If yes, list name and relationship.

Yes No

Have you ever been employed by Los Alamos County?

If yes, list date separated or state "present employee".

Atomic City transit 7-21-14 | 12-12-14
Atomic City transit 3-30-15 - Present employee

Are you retired under the New Mexico Public Employee Retirement Association (PERA)?

Yes No

If yes, give date of retirement.

Are you 16 years of age or older?

Yes No

Are you prevented from lawfully becoming employed in this country?

Yes No

(Proof of citizenship or immigration status will be required upon employment.)

Do you possess a valid Driver's License?

Yes No

State NM

Type Class B

PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION

Resumes may be attached but will not be used to determine qualification for a position.

INCOMPLETE APPLICATIONS MAY BE DISQUALIFIED.

Page 2 of this application must be signed to be considered for employment.

INSTRUCTIONS

1. Each position you are interested in requires a separate application.
2. Completed applications are the only source used for qualification.
3. Read the recruitment announcement for the position you are seeking. Note the skills and knowledge required. Complete each experience block describing your work, military or volunteer experience related to this position. Be sure you state how each meets the minimum qualifications detailed in the announcement. Your ability to qualify for a position depends on your description of previous experience and its relevance to the position you are seeking.
4. Type or print neatly in dark ink.
5. If you need more space for an answer, attach a sheet of paper and include all information requested on the application.
6. List relevant certifications on page 2 of this application.
7. Review your application before you submit it to HR. Make sure all information is complete and accurate.
8. A signature is required on page 2 to qualify.
9. Completing the Self-Identification forms and Applicant Data record is optional.

THE SELECTION PROCESS

Upon the close of the recruitment period, Human Resources will review all applications received to ascertain which applicants meet the minimum qualifications for the position. The qualified applications are delivered to the hiring official(s) for selection of interviewees. The County will contact those selected to interview. After all interviews have been completed and an applicant has been offered and accepted the position, applicants not selected will be contacted and notified that the position has been filled.

If you are an individual with a disability who is in need of an auxiliary aid or service to participate in the examination process, please notify HR at (505)662-8040 at the time of application.

Name Joseph Dimas

Position applied for

Transit Operator

READ THE STATEMENT BELOW. YOU MUST SIGN AND DATE IN THE SPACE PROVIDED BELOW OR YOUR APPLICATION WILL BE DISQUALIFIED FROM ALL CONSIDERATION. IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT A SIGNATURE OCCURS.

I certify that the information I am providing in this application is correct and complete to the best of my knowledge and belief. I understand that if I fail to explain how I meet the minimum qualifications, my application may be disqualified and I understand that this includes, but is not limited to, failure to provide necessary education information, job duties and/or certifications. I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of this application or dismissal after employment. I hereby authorize Los Alamos County to investigate the information contained herein and contact those current and previous employers I have approved. I release all references, current and previous employers and schools from damages resulting from furnishing such information. I understand that this application shall become a public record upon receipt and, therefore, shall be available for public inspection. I understand that if hired, Los Alamos County will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.



Applicant Signature

6/10/15

Date

On what date would you be available for work? _____

Which of the following are you available to work? Mark all that apply.

 Full-time

 Part-time

 Shift Work

 Temporary

 Casual

EDUCATION

<input checked="" type="checkbox"/> YES	High School Graduate/GED Certificate
<input type="checkbox"/> NO	If no, indicate highest grade completed: _____

Have you attended a Vocational/Technical/Business School? If yes, please complete the information below.

Name of school:	Area of study:	Credits completed:
Certificate received:		
Name of school:	Area of study:	Credits completed:
Certificate received:		
Name of school:	Area of study:	Credits completed:
Certificate received:		

Have you attended a college or university? If yes, please complete the information below in the format provided in the example.

EXAMPLE--EXAMPLE--EXAMPLE--EXAMPLE--EXAMPLE			
Name of school:	NMSU	Area of study:	Biology, Math
Degree received:	BS in Biology	Credits completed:	136
		Year degree received:	1983
Name of school:		Area of study:	
Degree received:		Credits completed:	
Name of school:		Area of study:	
Degree received:		Credits completed:	
Name of school:		Area of study:	
Degree received:		Credits completed:	
Name of school:		Area of study:	
Degree received:		Credits completed:	

Attach additional pages if more space is needed. Be sure to include the information asked for in the spaces above.

Name Joseph Dimas

Position applied for

Transit operator**LICENSES/CERTIFICATIONS**

Name of License or Field/Trade/Specialization:	License/Cert#:	
Issue Date:	Issued by:	Exp Date:
Name of License or Field/Trade/Specialization:	License/Cert#:	
Issue Date:	Issued by:	Exp Date:
Name of License or Field/Trade/Specialization:	License/Cert#:	
Issue Date:	Issued by:	Exp Date:
Name of License or Field/Trade/Specialization:	License/Cert#:	
Issue Date:	Issued by:	Exp Date:

POLICE OFFICER/CORPORAL AND DETENTION OFFICER APPLICANTS MUST COMPLETE THIS SECTION

Are you age 21 or older?

 Yes No

Will you submit to a full background investigation and FBI fingerprint check?

 Yes No

Are you a United States Citizen? (Police applicants only)

 Yes No**FIRE CADET AND FIREFIGHTER APPLICANTS MUST COMPLETE THIS SECTION**

Are you age 18 or older?

Will you submit to a full background investigation?

Are you a United States Citizen?

Have you ever been granted a US Government security clearance?

If yes, give name of employer and date clearance was last active.

Have you ever had a security clearance suspended, denied or revoked?

If yes, give name of employer, date of occurrence, and an explanation of the circumstances. Attach a separate sheet if needed.

List any additional information that may be helpful in considering your application. This is not to replace employment history.

I have always been a hard worker and can do anything that I'm assigned to do. Nobody has ever regretted hiring me. Fast Learner**REFERENCES**

You must list three professional references who we may contact and who are able to evaluate your job related knowledge and abilities. Please include at least one supervisor (past or present) who we may contact, if applicable.

Name	1	2	3
Title			
Company			
Phone			

Name Joseph Dimas

Position applied for

Transit operator**EMPLOYMENT HISTORY**

Please complete each section entirely. List all work experience, paid or unpaid, including military or volunteer experience. A resume may not be substituted for employment history.

1	Employer <u>Atomic City Transit</u>	Type of Business <u>City Transportation</u>	Job Title <u>Driver</u>
Employer Address (include city and state) <u>101 Camino Entrada Bldg 1</u>		Employer Phone <u>505-709-8175</u>	
Dates (MM/YYYY) From <u>3/30/15</u> To <u>Present</u>		Supervis. <u>Charles Flowers</u>	Name/Title <u>Jonathan Henley</u>
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving <u>Currently still Employed</u>	Starting Pay <u>15.45</u> Final Pay <u>15.45</u>
If you supervised employees, please indicate number and No. From (MM/YYYY) <u>From (MM/</u> To (MM/ <u>Y)</u>		Check one <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Hours/wk: <u>40 a week</u>
Duties/Responsibilities <u>CDL Driver</u>			

Do not write in this area Years 8 Months 0

2	Employer <u>Atomic City Transit</u>	Type of Business <u>City Transportation</u>	Job Title <u>Driver</u>
Employer Address (include city and state) <u>101 Camino Entrada Bldg 1</u>		Employer Phone	
Dates (MM/YYYY) From <u>7/21/14</u> To <u>12/12/14</u>		Supervis. <u>Charles Flowers</u>	Name/Title <u>Jonathan Henley</u>
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving <u>Temporary Job</u>	Starting Pay <u>15.45</u> Final Pay <u>15.45</u>
If you supervised employees, please indicate number and No. From (MM/YYYY) <u>From (MM/</u> To (MM/ <u>Y)</u>		Check one <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Hours/wk: <u>40 a week</u>
Duties/Responsibilities <u>CDL Driver</u>			

Do not write in this area Years 0 Months 0

Name

Joseph Dimas

Position applied for

Transit Operator

EMPLOYMENT HISTORY (continued)

3		Employer Wayne Archuleta	Type of Business Construction	Job Title
Employer Address (include city and state) Dixon, NM 87527		Employer Phone 423-0602		
Dates (MM/YYYY) From 6/6/05 To 11/10/09		Supervisor Wayne Archuleta	Starting Pay 10.00	Final Pay 17.00
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving Lack of work		
If you supervised employees, please indicate number and dates. No. From (MM/YYYY) To (MM/YYYY)		Check one <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/wk: 40 Faulek		
Duties/Responsibilities Roofing Carpentry Cement work complete handyman				
Do not write in this area		Years Months		
4		Employer Gill's Rental	Type of Business Rental	Job Title Sales / Mechanic
Employer Address (include city and state) 1906 N. Riverside Dr.		Employer Phone 753-2833		
Dates (MM/YYYY) From 2/15/09 To 2/20/14		Supervisor Victor Archuleta	Starting Pay 8.00	Final Pay 10.00
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving		
If you supervised employees, please indicate number and dates. No. From (MM/YYYY) To (MM/YYYY)		Check one <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/wk: 40 Faulek		
Duties/Responsibilities Customer Service loading and delivering Equipment UHAUL Sales & Maintenance Servicing heavy Equipment like; Backhoes, forklifts, track hoos, Skidsteers, farm tractors, Rollers, and a lot more small equipment.				
Do not write in this area		Years Months		

Name

Joseph Dimas

Position applied for

Transit Operator

EMPLOYMENT HISTORY (continued)

5	Employer Mallory Landscaped Design	Business landscape landscaper	Job Title landscaper
Employer Address (include city and state) 40 calle Cristiano Santa Fe, NM		Employer Phone 505-310-4712	
Dates (MM/YYYY) From 02/14 To 06/14	Supervisor Name/Title Jennifer Mallory	Starting Pay 11.00	Final Pay 11.00
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Reason for leaving Better Job		
If you supervised employees, please indicate number and dates. No. From (MM/YYYY) To (MM/YY)		Check one <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/wk: 40 + a week	
Duties/Responsibilities Landscaping & Designing			
Do not write in this area		Years	Months

Attach additional pages if more space is needed. Be sure to include all the information requested in the relevant sections. Please take a moment to review your application for accuracy and completeness. It is the responsibility of the applicant to ensure that the application is complete. Incomplete applications may be disqualified from the recruitment process.

FOR EMPLOYER USE ONLY

R T C LT

Job Title Transit Operator Grade 114 Salary \$15.62

APPROVALS

Department Director

Phil

Step 9

Date 10-14-15

Min Q1	<input type="checkbox"/>
Min Q2	<input type="checkbox"/>
Min Q3	<input type="checkbox"/>
Min Q4	<input type="checkbox"/>

HR Manager

Edy MaloanDate 10/14/15

CA/Utility Manager

Date _____

Offer accepted?

Yes No Offer date 10/26/15



LOS ALAMOS COUNTY
NEW HIRE CHECKLIST
REGULAR AND LIMITED TERM EMPLOYEES

Name: Joe Dimas

Department: PW-Transit

Employee #:

Hire Date: 03/30/15

- Signed Offer Letter
- Signed Job Description
- Post-Hire Questionnaire
- New Hire Reporting Form
- Direct Deposit Slip
- W-4 Form
- I-9 Form Date I-9 form completed: _____
- Vet-100 Form
- Voluntary Self-Identification of Disability
- EEO Information Form
- Purchasing Division Notification Form
- Governmental Conduct
- Holiday/Payroll Calendar
- Los Alamos County Organizational Chart
- Wellness Benefits
- Inspection of Public Records Notice
- County of Los Alamos Affirmative Action Reaffirmation
- County Code ~ Conflict of Interest/Gift
- HIPAA Policy
- IT Policy
- IT Policy Acknowledgment
- HR Release Slip
- Rule 411f (limited term employees only)

Items to be covered in the benefits orientation:

- Training and Tuition Policy
- Employee Benefits and Pension
- Social Security SSA-1945 Form

I hereby certify that the information on this new hire checklist was provided to me during my new-hire orientation and that I fully understand the information.

Employee Signature

03/30/15

Date

Human Resources Representative

3/30/15

1
Date



LOS ALAMOS COUNTY

1000 Central Avenue, Suite 230
Los Alamos, New Mexico 87544
(505) 662-8040 fax (505) 662-8000

Human Resources Division

March 20, 2015

Joe Dimas
PO Box 142
Embudo, NM 87531

Dear Mr. Dimas,

This letter is to confirm our verbal offer and your acceptance of a limited term Transit Operator I position with the Public Works - Transit Division. Your effective date is Monday, March 30, 2015 at a non-exempt pay rate of \$15.49/hr., which will be paid on a bi-weekly basis. Please report to the Los Alamos County New Hire Orientation on Monday, March 30, 2015 at 8:00 a.m. The Orientation will be held in Suite 230, on the second floor in the Los Alamos County Municipal Building, 1000 Central Avenue.

This offer is contingent upon the following:

- Must maintain a valid New Mexico CDL-B driver's license with a bus passenger endorsement and medical certification.
- Must possess or have ability to obtain within three months of employment and must maintain NMDOT Driver Training certificate or approved equivalent.
- Must possess or have ability to obtain within first six months of employment and must maintain basic First Aid, CPR and defensive driving certifications.
- Must successfully complete a thorough background investigation.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.

You have been scheduled for your drug screening on Friday March 20, 2015 at 8:00 a.m. Please report to Concentra Urgent Care, 720 St. Michael's Drive in Santa Fe. Their phone number is (505) 438-9402.

In order to comply with the U.S. Department of Homeland Security, Citizen and Immigration Services, you must present documents verifying your eligibility to work for this company in the United States. Attached is a copy of an I-9 form, the back of which has a list of acceptable documents. You must present one document from List A or one document each from Lists B and C.

Please sign the acceptance clause below and return this letter, along with the signed job description, to the Human Resources Division.

If you have any questions, please feel free to call me at (505) 662-8040.

Sincerely,

A handwritten signature in black ink that reads "Denise Cassel".

Denise Cassel
Human Resources Manager

I understand and accept the offer of employment as set forth above.

A handwritten signature in black ink that reads "Joe Dimas".

3/30/15
Date

Los Alamos County

Job Description and Classification

Transit



JOB TITLE: Transit Operator I, II, III
JOB CODE: 6713, 6712, 6711
CLASSIFICATION: Non-Exempt
DEPARTMENT/DIVISION: Public Works/Transportation
SUPERVISOR: Transit Operations Supervisor

Position Summary:

Under direct supervision of the Transit Operations Supervisor, provides safe, courteous, and on-time transportation to the general public in a variety of mass transit vehicles and services. Provides a range of customer service and support to customers and community members for Atomic City Transit. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Operates a variety of mass transit vehicles for the primary purpose of transporting passengers in a safe, courteous, and timely manner; observes all traffic laws and county, state, and federal regulations, policies, and procedures in regards to transit operations.
- Transports various transit vehicles to other locations.
- Operates standard vehicle equipment and various other equipment, such as passenger lifts, kneelers, fare boxes, electronic signs, rear lifts, radios, recording systems and GPS systems.
- May collect fares, sell passes, handle money and/or issue transfers. May be required to carry cash.
- Provides excellent customer service including verbal and written information to the public regarding routes, schedules, transfer points, and events; communicates, assists, and interacts with individuals of various backgrounds and abilities in a professional and friendly manner.
- Conducts thorough vehicle inspections on a daily basis in order to ensure safe transportation practices and compliance with county, state and federal requirements.
- Immediately and appropriately reports malfunctions, concerns, or other needed repairs to Transit Operations Supervisor.
- Keeps vehicles cleaned, fueled and ready for service at all times while on shift. During Maintenance and Project Assignments, conducts thorough washing, cleaning, and detailing of transit vehicles.
- Maintains professional communication with the Transit Customer Care Center. Informs dispatch of passenger pick-up and drop-off locations that require lift assisted transportation.
- Assists individuals with physical or mental limitations for the purpose of providing access to public transportation and ensuring passenger safety; secures mobility devices, walkers, oxygen tanks, and other equipment to ensure safety and comfort.
- Provides written and verbal reports on a regular basis, such as manifest reports, incident reports, accident reports, defect reports, mileage reports, route changing notifications, passenger count sheets, passenger exchanges, road conditions, detours, and equipment failure notifications.
- Attends staff meetings and various trainings during and outside of normal work hours.

- May assist Traffic Operations during times of emergencies or when there is a shortage of staff due to unforeseen events.
- Responds to emergency situations involving passengers, the public, or transit vehicles for the purpose of maintaining public safety during incidents, evacuations or other emergency situations.
- Assists as needed during emergency activities and evacuations.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs maintenance, projects, and other duties as required.

Additional Essential Duties and Responsibilities for Transit Operator II:

- Assists the Transit Operator III with reports, incidents and concerns during Operator's shift.
- May perform customer service and/or dispatch duties as assigned during off-peak hours and times of emergencies or when there is a shortage of staff.
- Monitors supply room and ensures that it is adequately stocked.
- Monitors buses and ensures that they are supplied with necessary materials.
- Monitors securement devices on transit fleet and ensures that they are functional and/or replaced.
- May provide guidance or training to Transit Operator I.

Additional Essential Duties and Responsibilities for Transit Operator III:

- Monitors on-time staff and transit arrivals, addresses incidents, issues, and concerns during operating hours.
- Serves as Transit Operator Lead worker. Plans and schedules work assignments, materials, and equipment for projects, maintenance, and special events.
- Logs activities of the shift, and appropriately reports malfunctions, concerns, or other needed repairs to Transit Operations Supervisor.
- Inventories supplies for operators to perform pre- and post-trip inspections and clean buses; ensures all emergency equipment is functioning and up to date.
- May function as the acting Transit Operations Supervisor in the absence of the Supervisor, including emergency situations.
- Conducts various coaching including but not limited to Behind-the-Wheel Coaching; On-Board Route Coaching; Vehicle Orientation Coaching; Coaching For Mobility Device, Boarding and Securement Equipment.
- Provides assistance to internal and external event staff.
- Assists with route timing and suggests route improvements as needed.
- Provides guidance and training to Transit Operator I and II.

Minimum Qualifications:

- High School Diploma or GED.
- One year of customer service experience.
- Must possess or have ability to obtain within sixty days of employment and must maintain a valid New Mexico CDL-B driver's license with a bus passenger endorsement and medical certification.
- Must possess or have ability to obtain within three months of employment and must maintain NMDOT Driver Training certificate or approved equivalent. Must possess or have ability to obtain within first six months of employment and must maintain basic First Aid, CPR and defensive driving certifications.
- Must successfully complete a thorough background investigation.

Job Description and Classification

Transit Operator I 6713

Transit Operator II 6712

Transit Operator III 6711

- Must successfully complete pre-employment physical exam prior to commencing work.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.

Additional Qualifications for Transit Operator II:

- Three years' experience as a transit, shuttle or bus operator.
- Must possess or have ability to obtain within six months of employment, and must maintain FTA approved Vehicle Operations, Managing Emergencies, and Customer Relations certifications.

Additional Qualifications for Transit Operator III:

- Additional two years' experience as a transit, shuttle, or bus operator.
- Must possess or have ability to obtain within six months of employment and must maintain FTA approved Para Transit Operator's Certification, or approved equivalent.

Preferred Qualifications for Transit Operator II:

- Two years of customer service experience across all years of job related experience.

Additional Preferred Qualifications for Transit Operator III:

- Experience in a lead capacity or supervisory across all years of job related experience.

Knowledge, Skills, and Abilities:

- Knowledge of transportation related hazards and safety precautions.
- Knowledge of or ability to learn applicable Federal, State, County and Local laws, regulations, and requirements related to transit operations.
- Knowledge of basic vehicle inspections and maintenance, including tire pressure, oil checks and fluid levels.
- Knowledge of recordkeeping principles.
- Knowledge of traffic laws, ordinances, and regulations involved in motor vehicle operation and passenger transportation responsibilities.
- Knowledge and abilities in customer service practices and techniques.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to safely and efficiently operate a variety of mass transit vehicles, standard vehicle equipment, passenger lifts, kneelers, fare boxes, electronic signs, rear lifts, radios, recording systems, GPS systems and other transit related equipment.
- Ability to assist patrons with physical and mental disabilities.
- Ability to establish and maintain an effective working relationship with the public, other departments, and county employees.
- Ability to effectively navigate routes and accurately meet time schedules as traffic and weather conditions allow.
- Ability to learn the geography of Los Alamos County, the locations of important buildings, and the street system.

Additional Knowledge, Skills, and Abilities for Transit Operator II:

- Skill in record maintenance.
- Ability to create, compose and edit written materials.

Additional Knowledge, Skills, and Abilities for Transit Operator III:

- Skill in providing coaching and training.
- Skills using independent judgment in problem solving of complex operating issues.
- Ability to gather and analyze statistical data and generate reports.
- Ability to use good judgment, analyze and solve problems.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit up to 10 hours per day; use sense of smell; have manual and finger dexterity; stoop, talk, see and hear. The employee is occasionally required to stand. The employee is occasionally required to crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. Employee must regularly move and/or lift up to 25 pounds. Employee must occasionally move and/or lift up to 50 pounds.

Work Environment:

Work is generally performed in vehicle and an outdoors setting with a high noise level. Exposure to natural weather conditions with high exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves exposure to hazards or physical risks, and requires following basic safety precautions. Travel, Training, Meetings, Events; on-site response to emergency situations; and evening, holiday, and weekend work will be required and may be on short notice. This position must respond when called out during an emergency situation.

This position is covered under the Federal Transit Administration's guidelines for drug and alcohol testing and the Department of Transportation (DOT), Anti-Drug & Alcohol Act pursuant to the Pipeline Safety and Commercial Drivers License Regulations, covering random, post-accident, pre-hire, and return to duty testing.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Job Description and Classification
Transit Operator I 6713
Transit Operator II 6712
Transit Operator III 6711

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: MM/DD/YYYY Revised: 11/05/12



COUNTY OF LOS ALAMOS
1000 Central Avenue
Suite 230
LOS ALAMOS, NM 87544
(505) 662-8040
FAX (505) 662-8000
JOBLINE (505) 662-8039
Web site www.losalamosnm.us
Email: Jobs@lacnm.us

For Use by Human Resources	
Qual	<i>ell</i>
Not Qual	_____
Exper	_____
Educ	_____
Other	_____

**PLEASE READ THESE
INSTRUCTIONS BEFORE
COMPLETING THIS APPLICATION**

**RESUMES ARE NOT USED TO
QUALIFY**

**INCOMPLETE APPLICATIONS WILL
NOT BE ACCEPTED**

Submit a separate application for each position for which you are applying.

An original signature is required for each application submitted.

Read the recruitment announcement carefully for the position for which you are applying. Be sure you state how you meet the minimum qualifications set forth in the announcement.

Your completed application is the primary source used in the interview and selection process.

- Type or print clearly in dark ink.
- If you need more space for an answer, use a sheet of paper the same size as this page.
- Note the skills and knowledge required.
- Complete each experience block describing your work, military or volunteer experience. List relevant certifications.
- Your ability to qualify for a position will depend on your description of previous experience and its relevance to the position you are seeking.

The Selection Process

Upon the close of the recruitment period, Human Resources Division will review all applications received to ascertain if each applicant meets the minimum qualifications for the position. The qualified applications are then delivered to the selecting official(s) for selection of interviewees.

If you are selected for an interview, you will be contacted by phone. After all interviews have taken place and an applicant has been offered and has accepted the position, applicants will be contacted by letter and informed that the position has been filled.

If you are an individual with a disability who is in need of an auxiliary aid or service to participate in the examination process, please notify the Human Resources Division at (505) 662-8040 at the time of application.

APPLICATION FOR EMPLOYMENT

The County of Los Alamos is An Equal Opportunity Employer

DATE OF APPLICATION 10/7/14 Announcement No. 15-69

Position Applied For Transit Operator I or II

PERSONAL INFORMATION

Name Dumas Joseph John

Address REDACTED

Telephone REDACTED

Have you ever used a different name for school or employment? Yes No

If yes, what name(s)? Joe

Does Los Alamos County employ any relative of yours? Yes No
If yes, state whom and the relationship: _____

Have you ever been employed by Los Alamos County? Yes No
If yes, give date separated or state "present employed"
Atomic City Transit 7/6/14 - 12-12-14

Are you retired under the New Mexico Public Employee Retirement Association (PERA)? Yes No

If yes, please give date of retirement: _____

Are you 16 years of age or older? Yes No

Are you prevented from lawfully becoming employed in this country? Yes No

(Proof of citizenship or immigration status will be required upon employment.)

Do you possess a valid Driver's License? Yes No

State N.M. Type B

On what date would you be available for work? A.S.A.P.

Are you available to work: Full-time Part-time Shift Work
 Temporary Casual (Check all that apply)

EDUCATION Name: Joseph DumasPosition Applied for: Transit, Operator I or J

YES High School Graduate / GED Certificate?
 NO If no, indicate grade completed _____

Vocational / Technical / Business School

Name: _____

Credits Completed _____

UNDERGRADUATE		GRADUATE	
School(s)		School(s)	
Major Field(s)		Major Field(s)	
Credits Completed Check one: Semester: <input type="checkbox"/> OR Quarter: <input type="checkbox"/>		Credits Completed Check one: Semester: <input type="checkbox"/> OR Quarter: <input type="checkbox"/>	
Degree(s) Received:		Degree(s) Received:	
1. License/Certificate Issued by:			
Field/Trade/Specialization	License/Certification Number.	Issue Date	Expiration Date
2. License/Certificate Issued by:			
Field/Trade/Specialization	License/Certification Number	Issue Date	Expiration Date

State any additional information you feel may be helpful to us in considering your application (not to be substituted for employment history).

always

I have been a hard worker, and pretty much do anything that they assigned to do. Nobody has ever regreted hiring me, and you won't either!

POLICE/ DETENTION OR FIRE APPLICANTS ONLY

FIRE: Are you age 18 or over?

Yes No

POLICE/DETENTION: Are you age 21 or over?

Yes No

Are you a U.S. Citizen?

Yes No

Are you willing to submit to a full background investigation and FBI fingerprint check?

Yes No Have you ever been granted a United States government security clearance? Yes No

If yes, give type, name of employer, and date clearance was last active:

Have you ever had a security clearance suspended, denied, or revoked? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give name of employer, date, and explain the circumstances. (Attach separate sheet if necessary)

REFERENCES Name: Joseph Dumas Position Applied for: Transit, Operator I
 You must list three professional references we may contact who are able to evaluate your job-related knowledge and abilities.
 Please include at least one supervisor (past or present) whom we may contact.

Name
Title
Company
Phone

EMPLOYMENT HISTORY

Please complete each section entirely. List all work experience, paid or unpaid, including military experience or volunteer jobs. A resume shall not be substituted.

LIST PRESENT OR LAST EMPLOYER FIRST.

1	Employer <u>Gil's Rental</u>	Type of Business <u>Rental</u>	Job Title <u>Sales / Mechanic</u>
Employer Address <u>1900 N. Riversider Dr.</u>		Telephone No. <u>(505) 753-2833</u>	
Dates: (Mo/Dy/Yr) From <u>02/15/09</u> To <u>2/20/14</u>		Supervisor Name/Title <u>Victor Archuleta</u>	Pay: Starting Final <u>\$8.00</u> <u>\$10.00</u>
May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving <u>Had to move on to better things.</u>	
If you supervised employees, please indicate number and give dates No. <u>From (Mo/Yr)</u> <u>To (Mo/Yr)</u>		Check One:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <u>40</u> Hours per week

Duties/Responsibilities:

Servicing & operating Heavy Equipment - Backhoes, forklifts, Trackhoes, skidsteers, farm tractor, rollers, and a lot of small equipment.

Helping Customers.

Loading & Delivering Equipment.

UHAUL Sales & Maintenance.

EMPLOYMENT (Continued) Name: Joseph Dinges Position Applied for: Transit Operator or II

2	Employer <u>Mallory Landscape & Design</u>	Type of Business <u>Landscape</u>	Job Title <u>Landscaper</u>
Employer Address <u>40 Calle Cristiano Santa Fe, NM 87508</u>		Telephone No. <u>(505) 310-4712</u>	
Dates: (Mo/Dy/Yr) From <u>04/14</u> To <u>04/14</u>		Supervisor Name/Title <u>Jennifer Mallory</u>	Pay: Starting <u>\$11.00</u> Final <u>\$11.00</u>
May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving <u>Better Job</u>	
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) <u>04/14</u> To (Mo/Yr) <u>04/14</u>		Check One: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours per week: <u>40+</u>
Duties/Responsibilities: <u>Landscape & Designing</u>			
Do not write in this area YRS: MO:			

3	Employer <u>Wayne Archuleta</u>	Type of Business <u>Construction</u>	Job Title <u>Construction</u>
Employer Address		Telephone No. <u>(505) 579-4139</u>	
Dates: (Mo/Dy/Yr) From <u>04/16/05</u> To <u>01/10/09</u>		Supervisor Name/Title <u>Wayne Archuleta</u>	Pay: Starting <u>\$10.00</u> Final <u>\$12.00</u>
May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving <u>lack of work, due to economy</u>	
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) To (Mo/Yr)		Check One: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours per week: <u>40+</u>
Duties/Responsibilities: <u>Roofing</u> <u>Carpentry</u> <u>Cement work</u> > complete handyman			
Do not write in this area YRS: MO:			

EMPLOYMENT (Continued) Name: Joseph Dumas Position Applied for: Transit operator IO
II

4	Employer <u>Atomic City Transit</u>	Type of Business <u>City Transportation</u>	Job Title <u>Driver</u>
Employer Address <u>101 Camino Entrada Bldg 1</u>		Loc. # <u>101</u> Telephone No. <u>(407) 575-1111</u>	
Dates: (Mo/Dy/Yr) From <u>07/21/14</u> To <u>Present</u>		Supervisor Name/Title <u>Jill Corothers</u>	Pay: Starting <u>\$115.45</u> Final <u>\$115.45</u>
May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving <u>no more jobs. Present</u>	
If you supervised employees, please indicate number and give dates No. _____ From (Mo/Yr) _____ To (Mo/Yr) _____		Check One: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	
Duties/Responsibilities: <u>CDL Driver.</u>			
Do not write in this area YRS: <u>5</u> MO: _____			

5	Employer _____	Type of Business _____	Job Title _____
Employer Address _____		Telephone No. _____	
Dates: (Mo/Dy/Yr) From _____ To _____		Supervisor Name/Title _____	Pay: Starting _____ Final _____
May we contact? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Reason for Leaving _____	
If you supervised employees, please indicate number and give dates No. _____ From (Mo/Yr) _____ To (Mo/Yr) _____		Check One: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time Hours per week: _____	
Duties/Responsibilities:			
Do not write in this area YRS: _____ MO: _____			

EMPLOYMENT (Continued) Name: Joseph J. DavisPosition Applied for: Transit Operator I

6	Employer	Type of Business	Job Title
Employer Address		Telephone No. ()	
Dates: (Mo/Dy/Yr) From To		Supervisor Name/Title	Pay: Starting Final
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving	
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) To (Mo/Yr)		Check One:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
		Hours per week:	
Duties/Responsibilities:			
Do not write in this area YRS: MO:			

For additional experience blocks, please use continuation sheet available from the Human Resources Division.

I certify that the information contained in this application is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of this application or dismissal after employment. I hereby authorize Los Alamos County to investigate the information contained herein and contact those current and previous employers I have approved. I release all references, current and previous employers and schools from damages resulting from furnishing such information. I understand that this application shall become a public record upon receipt and, therefore, shall be available for public inspection. I understand that if hired, Los Alamos County will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Signature of Applicant Joseph J. DavisDate 1/30/15

R	T	C	LT	EMPLOYER USE ONLY	
Job Title <u>Transit Operator</u>		Grade <u>14</u>	Salary <u>15.49</u>	Start Date <u>March 30, 2015</u>	<u>Q5</u>
Dept. Director Approval <u>Refile</u>		Date <u>3-16-15</u>	Min Q1 <u>13.99</u>		
H.R. Manager Approval <u>Refile</u>		Date <u>3-18-15</u>	Min Q2 <u>15.74</u>		
CAO/Util. Mgr. Approval <u>Refile</u>		Date <u>3-17-15</u>	Min Q3 <u>17.48</u>		
Offer Accepted Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			Min Q4 <u>19.23</u>		
Pre-employment Test(s) _____		(If applicable)			

Refile
Refile

Revised 6/10



Los Alamos County

Human Resources Division

Regular/Limited-Term Termination Checklist

Employee Name Joseph Dimas Employee # [REDACTED]

Department: PLW Division: Transit

Date of termination 12/12/14 Date of final pay check 12/24/14

- Pull OPF (copy to be provided to employee upon request)
- Letter of resignation/termination or retirement
- Notice of Termination Form
- Notify HR/payroll of final check
- Direct Deposit – (Turn Off)
- Annual leave/comp payout Date Approx. 43,65
- Stability Payout (Retirees) Date N/A
- New Hire/Retention Bonus
- Resignation/termination or retirement of Employment clearance form - Date returned _____
- Notice to TALX - Unemployment insurance
- Employee exit interview questionnaire form
- Notice to Purchasing Division
- Check for Private deduction – Notify creditors of termination
- Contact CAO with retiree information
- Pension discussion with HR Staff\Pension Plan Administrator
- LAC Pension withdrawal/rollover
- PERA withdrawal/rollover
- ICMA withdrawal/rollover
- Pull Insurance File
- Insurance deductions
Turn off deductions - Pay Period _____ or Date _____
Insurance Coverage Termination _____ or Date 1-1-15
- COBRA options Due Date 3/1/15

HR Division Representative: BMTz Date: 12/12/15 Rev. 10/09



LOS ALAMOS COUNTY
HUMAN RESOURCES DIVISION
PAYROLL AUTHORIZATION FORM

Resignation

Retirement

Department/Division Name: PW/Transit Employee Number: XXXXXXXXXX

I, Joseph Dimas, hereby authorize the County of Los Alamos to do the following:

- I will pick up paycheck in person at the Human Resources Department.
- Mail by final paycheck to the address listed below.

Address (Please print) Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Signature: JD

Date: 12/12/14

Last paycheck issued: 12-24-14

Authorized Signature _____

W Direct deposit requested
Mail Pay stub

Revised 8/06



Los Alamos County
Human Resources Division
Notice of Termination

To: Human Resources Division
From: Joseph Dimas
Subject: Notice of Termination of Employment

I hereby give you notice that I am terminating my employment with Los Alamos County as a
Transit Oper. in the pw, Transit.
(job title) (Department) (Division)

My last official employment date was/will be 12/12/14. My last day on duty
was/will be 12/12/14. I understand that I must schedule an exit interview
with the Human Resources Division to complete the necessary clearance forms.

I am terminating my employment for the following reason (s):

Dissatisfied with job or working condition

Dissatisfied with area and living conditions

End of temporary program/assignment

Health Reasons

Relocation

Other Employment

Personal Reasons

Returning to School

Retirement

Other _____

Joseph Dimas
Employee Signature

12/12/14
Date



LOS ALAMOS COUNTY EXITING EMPLOYEE CLEARANCE FORM

The Supervisor of the **terminating** employee must ensure the signatures listed below have been obtained prior to the exit date of the employee. The signatures indicate that all County equipment and debts have been returned or cleared. This form must be completed and returned to Human Resources along with a Personnel Action Notice, completed by the employee's supervisor, and resignation letter. All Supervisor signatures and Facilities signatures are to be completed prior to exit interview.

Name: Dimas, Joseph
Position: Transit Operator Supervisor: James Barela
Termination Date: 12/12/2014

Exit Interview scheduled for Friday, December 12, 2014 at 1:30p.

All of the following Information must be discussed with the employee prior to departure:

Items to be returned to Supervisor or Facilities by employee prior to the employee's last day on duty:

Returned N/A

Key(s) – building/office/file cabinets/vehicles

· Building Keys Issued by Facilities	<u>X</u>	<u> </u>
· Internal Keys Issued by Supervisor	<u> </u>	<u>N/A</u>

Signature of Facilities Representative: Georgia Bishenger Date: 12/12/14

Photo ID X

Driving Permit N/A

Credit Card(s) N/A

Phone Calling Card N/A

Pager/Cellular Phone/Radio N/A

Computer, including disks N/A

Printer N/A

Tools/Other Equipment N/A

*Uniform(s) # Issued 6 # Returned 6 X

*Fire department employees – attach copy of clothing issue sheet.

Clearance and/or ID Badge X

Supervisor to contact HR to ensure employee has reimbursed the County for any outstanding tuition assistance in accord with Policy if N/A
applicable.

Other

Supervisor to contact IT at http://intranet/Intranet%20Forms/Terminating Accounts-Requests to

terminate exiting employee's computer accounts.

Signature of Supervisor: Dimas Date: 12.12.14

Items to be addressed by Human Resources

Yes No N/A

Insurance Benefits/COBRA

Termination Paperwork

Other

Human Resources Representative _____ Date _____



County of Los Alamos, Incorporated
Human Resources Division
2451 Central Suite B, Los Alamos, NM 87544
State Tax ID# 01503298001
Phone: (505) 662-8040 Fax: (505) 662-8000
NOTICE OF EMPLOYEE SEPARATION

EMPLOYEE NAME: Joseph Dimas

SOCIAL SECURITY#: XXXXXXXXXX

JOB TITLE: Transit Oper. I

DEPARTMENT/DIVISION: PW-Transit

DATES OF EMPLOYMENT:

START: 17-21-14 END: 12-12-14

VACATION PAY: YES NO

HOURS ALLOCATED: Approx. 43.05

REASON FOR SEPARATION:

VOLUNTARY TERMINATION INVOLUNTARY TERMINATION LACK OF WORK
 RETIREMENT

WHAT WAS THE FINAL CIRCUMSTANCE LEADING TO SEPARATION?

Limited Term Position

ATTACHMENT: YES

NO

BMW HUMAN RESOURCES REPRESENTATIVE

DATE

HR Tech TITLE

MAIL ORIGINAL TO:

TALX Corporation
C/O Brandi McCarty
P.O. Box 173860
Denver, CO 80217-0860
Phone: (308) 535-2021
Fax: (888) 460-2831



County of Los Alamos
Post Hire Questionnaire

Employee Number	Social Security Number
Legal Name (First, Middle, Last) Joseph John Dimas	
Date of Birth 1986	Female <input type="radio"/> Male <input checked="" type="radio"/>

Mailing Address	
Physical Address (if different)	
Home Phone	Cell Phone

Emergency Contact	
-------------------	--

List all dependents (including spouse). Dependent is any child who is not married and who has not attained the age of 19, or age 25, if a full-time student at an accredited school. All fields are necessary.

Full Name	Relationship	Birth Date	Social Security Number

Were you a member of Public Employees Retirement Association (PERA) or other plan sponsored by the State of New Mexico before being hired by Los Alamos County? Yes No

If yes, approximately how many years of service credit do you have? _____

Drivers Lic Number	Drivers Lic Exp Date 2017	Drivers Lic State N.M.	Drivers Lic Type/Class D.
--------------------	------------------------------	---------------------------	------------------------------

For Use by HR Only

DL required? <input checked="" type="radio"/>	Yes	No	DL verified by <i>m</i>
--	-----	----	----------------------------

EMPLOYER COPY



NEW MEXICO NEW HIRE REPORTING FORM

Send completed forms to:
New Mexico New Hires Directory
PO Box 29480
Santa Fe, NM 87592-9480

Fax forms toll free: 1-888-878-1614
Submit Online: www.nm-newhire.com
For more information: 1-888-878-1607

COMPANY INFORMATION (Print or Type)

Federal Employer
Identification Number*

[REDACTED] 0679

Company Name*

Los Alamos County

Street Address*

1000 Central Avenue

City, State, Zip Code*

Los Alamos, NM 87544

Contact Name/Phone

M. Katko

Contact/Company Email

n/a

Payroll Address
(if different from above)

n/a

City, State, Zip Code

n/a

EMPLOYEE INFORMATION

Employee #1

Name*

Joseph Dimas

Date of Birth

[REDACTED] 1/1986

Social Security Number

Date of Hire*

[REDACTED] 07/21/2014

Address*

State of Hire

NM

City, State, Zip Code*

Medical Insurance

Available?

Employee #2

Name*

n/a

Date of Birth

[REDACTED]

Social Security Number*

n/a

Date of Hire*

[REDACTED]

Address*

n/a

State of Hire

[REDACTED]

City, State, Zip Code*

n/a

Medical Insurance

Available?

YES

NO

*Required Information



LOS ALAMOS COUNTY

1000 Central Avenue, Suite 230
Los Alamos, New Mexico 87544
(505) 662-8040 fax (505) 662-8000

Human Resources Division

July 10, 2014

Joseph Dimas
PO Box 142
Embudo, NM 87531

Dear Mr. Dimas,

This letter is to confirm our verbal offer and your acceptance of a full-time, limited-term Transit Operator I position with the Public Works Department - Transit Division. Your effective date is July 21, 2014 at a non-exempt salary of \$15.43/hr., which will be paid on a bi-weekly basis. Please report to the Los Alamos County New Hire Orientation on Monday, July 21, 2014 at 8:00 am and again at 1:00 pm. The Orientation will be held in the Human Resources office, 1000 Central Avenue, Suite 230.

For the purposes of completing paperwork during the New Hire Employee Orientation, please bring your marriage license, birth certificates for any dependent children, and Social Security numbers for dependent children, your spouse, and beneficiaries, if applicable, when you report on July 21, 2014.

This offer is contingent upon the following:

- Must possess or have ability to obtain within sixty days of employment and must maintain a valid New Mexico CDL-B driver's license with a bus passenger endorsement and medical certification.
- Must possess or have ability to obtain within three months of employment and must maintain NMDOT Driver Training certificate or approved equivalent. Must possess or have ability to obtain within first six months of employment and must maintain basic First Aid, CPR and defensive driving certifications.
- Must successfully complete a thorough background investigation.
- Must successfully complete pre-employment physical exam prior to commencing work.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.

You have been scheduled for your physical exam on Tuesday, July 8 at 2:00 pm. Please report to Concentra Urgent Care located at 720 St. Michael's Drive in Santa Fe. Their phone number is (505)438-9402.

In order to comply with the U.S. Department of Homeland Security, Citizen and Immigration Services, you must present documents verifying your eligibility to work for this company in the United States. Attached is a copy of an I-9 form, the back of which has a list of acceptable documents. You must present one document from List A or one document each from Lists B and C.

Please sign the acceptance clause below and return this letter, along with the signed job description, to the Human Resources Division.

If you have any questions, please feel free to call me at (505) 662-8040.

Sincerely,

A handwritten signature in black ink that reads "Denise Cassel".

Denise Cassel
Human Resources Manager

I understand and accept the offer of employment as set forth above.

A handwritten signature in black ink that reads "Joseph Dimas".

07/21/2014
Date

Los Alamos County

Job Description and Classification



JOB TITLE: Transit Operator I, II, III
JOB CODE: 6713, 6712, 6711
CLASSIFICATION: Non-Exempt
DEPARTMENT/DIVISION: Public Works/Transportation
SUPERVISOR: Transit Operations Supervisor

Position Summary:

Under direct supervision of the Transit Operations Supervisor, provides safe, courteous, and on-time transportation to the general public in a variety of mass transit vehicles and services. Provides a range of customer service and support to customers and community members for Atomic City Transit. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Operates a variety of mass transit vehicles for the primary purpose of transporting passengers in a safe, courteous, and timely manner; observes all traffic laws and county, state, and federal regulations, policies, and procedures in regards to transit operations.
- Transports various transit vehicles to other locations.
- Operates standard vehicle equipment and various other equipment, such as passenger lifts, kneelers, fare boxes, electronic signs, rear lifts, radios, recording systems and GPS systems.
- May collect fares, sell passes, handle money and/or issue transfers. May be required to carry cash.
- Provides excellent customer service including verbal and written information to the public regarding routes, schedules, transfer points, and events; communicates, assists, and interacts with individuals of various backgrounds and abilities in a professional and friendly manner.
- Conducts thorough vehicle inspections on a daily basis in order to ensure safe transportation practices and compliance with county, state and federal requirements.
- Immediately and appropriately reports malfunctions, concerns, or other needed repairs to Transit Operations Supervisor.
- Keeps vehicles cleaned, fueled and ready for service at all times while on shift. During Maintenance and Project Assignments, conducts thorough washing, cleaning, and detailing of transit vehicles.
- Maintains professional communication with the Transit Customer Care Center. Informs dispatch of passenger pick-up and drop-off locations that require lift assisted transportation.
- Assists individuals with physical or mental limitations for the purpose of providing access to public transportation and ensuring passenger safety; secures mobility devices, walkers, oxygen tanks, and other equipment to ensure safety and comfort.
- Provides written and verbal reports on a regular basis, such as manifest reports, incident reports, accident reports, defect reports, mileage reports, route changing notifications, passenger count sheets, passenger exchanges, road conditions, detours, and equipment failure notifications.
- Attends staff meetings and various trainings during and outside of normal work hours.

- May assist Traffic Operations during times of emergencies or when there is a shortage of staff due to unforeseen events.
- Responds to emergency situations involving passengers, the public, or transit vehicles for the purpose of maintaining public safety during incidents, evacuations or other emergency situations.
- Assists as needed during emergency activities and evacuations.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs maintenance, projects, and other duties as required.

Additional Essential Duties and Responsibilities for Transit Operator II:

- Assists the Transit Operator III with reports, incidents and concerns during Operator's shift.
- May perform customer service and/or dispatch duties as assigned during off-peak hours and times of emergencies or when there is a shortage of staff.
- Monitors supply room and ensures that it is adequately stocked.
- Monitors buses and ensures that they are supplied with necessary materials.
- Monitors securement devices on transit fleet and ensures that they are functional and/or replaced.
- May provide guidance or training to Transit Operator I.

Additional Essential Duties and Responsibilities for Transit Operator III:

- Monitors on-time staff and transit arrivals, addresses incidents, issues, and concerns during operating hours.
- Serves as Transit Operator Lead worker. Plans and schedules work assignments, materials, and equipment for projects, maintenance, and special events.
- Logs activities of the shift, and appropriately reports malfunctions, concerns, or other needed repairs to Transit Operations Supervisor.
- Inventories supplies for operators to perform pre- and post-trip inspections and clean buses; ensures all emergency equipment is functioning and up to date.
- May function as the acting Transit Operations Supervisor in the absence of the Supervisor, including emergency situations.
- Conducts various coaching including but not limited to Behind-the-Wheel Coaching; On-Board Route Coaching; Vehicle Orientation Coaching; Coaching For Mobility Device, Boarding and Securement Equipment.
- Provides assistance to internal and external event staff.
- Assists with route timing and suggests route improvements as needed.
- Provides guidance and training to Transit Operator I and II.

Minimum Qualifications:

- High School Diploma or GED.
- One year of customer service experience.
- Must possess or have ability to obtain within sixty days of employment and must maintain a valid New Mexico CDL-B driver's license with a bus passenger endorsement and medical certification.
- Must possess or have ability to obtain within three months of employment and must maintain NMDOT Driver Training certificate or approved equivalent. Must possess or have ability to obtain within first six months of employment and must maintain basic First Aid, CPR and defensive driving certifications.
- Must successfully complete a thorough background investigation.

Job Description and Classification

Transit Operator I 6713

Transit Operator II 6712

Transit Operator III 6711

- Must successfully complete pre-employment physical exam prior to commencing work.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.

Additional Qualifications for Transit Operator II:

- Three years' experience as a transit, shuttle or bus operator.
- Must possess or have ability to obtain within six months of employment, and must maintain FTA approved Vehicle Operations, Managing Emergencies, and Customer Relations certifications.

Additional Qualifications for Transit Operator III:

- Additional two years' experience as a transit, shuttle, or bus operator.
- Must possess or have ability to obtain within six months of employment and must maintain FTA approved Para Transit Operator's Certification, or approved equivalent.

Preferred Qualifications for Transit Operator II:

- Two years of customer service experience across all years of job related experience.

Additional Preferred Qualifications for Transit Operator III:

- Experience in a lead capacity or supervisory across all years of job related experience.

Knowledge, Skills, and Abilities:

- Knowledge of transportation related hazards and safety precautions.
- Knowledge of or ability to learn applicable Federal, State, County and Local laws, regulations, and requirements related to transit operations.
- Knowledge of basic vehicle inspections and maintenance, including tire pressure, oil checks and fluid levels.
- Knowledge of recordkeeping principles.
- Knowledge of traffic laws, ordinances, and regulations involved in motor vehicle operation and passenger transportation responsibilities.
- Knowledge and abilities in customer service practices and techniques.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to safely and efficiently operate a variety of mass transit vehicles, standard vehicle equipment, passenger lifts, kneelers, fare boxes, electronic signs, rear lifts, radios, recording systems, GPS systems and other transit related equipment.
- Ability to assist patrons with physical and mental disabilities.
- Ability to establish and maintain an effective working relationship with the public, other departments, and county employees.
- Ability to effectively navigate routes and accurately meet time schedules as traffic and weather conditions allow.
- Ability to learn the geography of Los Alamos County, the locations of important buildings, and the street system.

Additional Knowledge, Skills, and Abilities for Transit Operator II:

- Skill in record maintenance.
- Ability to create, compose and edit written materials.

Additional Knowledge, Skills, and Abilities for Transit Operator III:

- Skill in providing coaching and training.
- Skills using independent judgment in problem solving of complex operating issues.
- Ability to gather and analyze statistical data and generate reports.
- Ability to use good judgment, analyze and solve problems.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit up to 10 hours per day; use sense of smell; have manual and finger dexterity; stoop, talk, see and hear. The employee is occasionally required to stand. The employee is occasionally required to crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. Employee must regularly move and/or lift up to 25 pounds. Employee must occasionally move and/or lift up to 50 pounds.

Work Environment:

Work is generally performed in vehicle and an outdoors setting with a high noise level. Exposure to natural weather conditions with high exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves exposure to hazards or physical risks, and requires following basic safety precautions. Travel, Training, Meetings, Events; on-site response to emergency situations; and evening, holiday, and weekend work will be required and may be on short notice. This position must respond when called out during an emergency situation.

This position is covered under the Federal Transit Administration's guidelines for drug and alcohol testing and the Department of Transportation (DOT), Anti-Drug & Alcohol Act pursuant to the Pipeline Safety and Commercial Drivers License Regulations, covering random, post-accident, pre-hire, and return to duty testing.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Job Description and Classification
Transit Operator I 6713
Transit Operator II 6712
Transit Operator III 6711

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: MM/DD/YYYY Revised: 11/05/12



LOS ALAMOS COUNTY
NEW HIRE CHECKLIST
REGULAR AND LIMITED TERM EMPLOYEES

Name: Joseph Dimas

Department: PN Transit

Employee #:

Hire Date: 7/21/2014

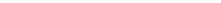
- Signed Offer Letter
- Signed Job Description
- Rule 412f (Limited Term Employees Only)
- Post-Hire Questionnaire
- New Hire Reporting Form
- EEO Information Form
- Purchasing Division Notification Form
- I-9 Form Date I-9 form completed: _____
- W-4 Form
- Direct Deposit Slip
- Vet-100 Form
- Governmental Conduct
- IT Policy Acknowledgment

- IT Policy
- Holiday/Payroll Calendar
- Los Alamos County Organizational Chart
- Wellness Benefits
- Inspection of Public Records Notice
- County of Los Alamos Affirmative Action Reaffirmation
- County Code ~ Conflict of Interest/Gift
- HIPAA Policy
- HR Release Slip

Items to be covered in the benefits orientation:

- Training and Tuition Policy
- Employee Benefits and Pension
- Social Security SSA-1945 Form

I hereby certify that the information on this new hire checklist was provided to me during my new-hire orientation and that I fully understand the information.



John D. Smith

07/21/2014
Date

Human Resources Representative

Date



COUNTY OF LOS ALAMOS
1000 Central Avenue
Suite 230
LOS ALAMOS, NM 87544
(505) 662-8040
FAX (505) 662-8000
JOBLINE (505) 662-8039
Web site www.losalamosnm.us
Email: jobs@lacnm.us

For Use by Human Resources
Qual me
Not Qual _____
Exper _____ Educ _____
Other _____

APR 15 2007

APPLICATION FOR EMPLOYMENT

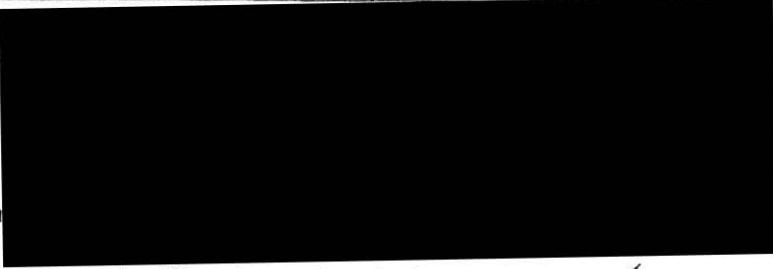
The County of Los Alamos is An Equal Opportunity Employer

DATE OF APPLICATION 4/15/14. Announcement No. 14-44

Position Applied For Transit Operator I

PERSONAL INFORMATION

Name Dimas Joseph John

Address 

Telephone

Have you ever used a different name for school or
employment? Yes No

If yes, what name(s)? Joe

Does Los Alamos County employ any relative of yours? Yes No
If yes, state whom and the relationship:

Have you ever been employed by Los Alamos County?
If yes, give date separated or state "present employee". Yes No

Are you retired under the New Mexico Public Employee
Retirement Association (PERA)? Yes No

If yes, please give date of retirement:

Are you 16 years of age or older? Yes No

Are you prevented from lawfully becoming employed
in this country? Yes No

(Proof of citizenship or immigration status will be required upon employment.)

Do you possess a valid Driver's License? Yes No

State N.M. Type 

On what date would you be available for work? A.S.A.P.

Are you available to work: Full-time Part-time Shift Work
 Temporary Casual (Check all that apply)

PLEASE READ THESE
INSTRUCTIONS BEFORE
COMPLETING THIS APPLICATION

RESUMES ARE NOT USED TO
QUALIFY

INCOMPLETE APPLICATIONS WILL
NOT BE ACCEPTED

Submit a separate application for each
position for which you are applying.

An original signature is required for each
application submitted.

Read the recruitment announcement
carefully for the position for which you are
applying. Be sure you state how you meet
the minimum qualifications set forth in the
announcement.

Your completed application is the primary
source used in the interview and selection
process.

- Type or print clearly in dark ink.
- If you need more space for an answer,
use a sheet of paper the same size as
this page.
- Note the skills and knowledge required.
- Complete each experience block
describing your work, military or
volunteer experience. List relevant
certifications.
- Your ability to qualify for a position will
depend on your description of
previous experience and its relevance
to the position you are seeking.

The Selection Process

Upon the close of the recruitment period,
Human Resources Division will review all
applications received to ascertain if each
applicant meets the minimum qualifications
for the position. The qualified applications
are then delivered to the selecting official(s)
for selection of interviewees.

If you are selected for an interview, you will
be contacted by phone. After all interviews
have taken place and an applicant has been
offered and has accepted the position,
applicants will be contacted by letter and
informed that the position has been filled.

If you are an individual with a disability
who is in need of an auxiliary aid or service
to participate in the examination process,
please notify the Human Resources Division
at (505) 662-8040 at the time of application.

EDUCATION Name: Joseph Dinges

Position Applied for:

Transit Operator I YES High School Graduate / GED Certificate? NO If no, indicate grade completed _____ Vocational / Technical / Business School

Name: _____ Credits Completed _____

UNDERGRADUATE**GRADUATE**

School(s) _____

Major Field(s) _____

Credits Completed

Check one: Semester: OR Quarter:

Credits Completed

Check one: Semester: OR Quarter:

Degree(s) Received:

Degree(s) Received:

1. License/Certificate issued by:

Field/Trade/Specialization _____ License/Certification Number. _____ Issue Date _____ Expiration Date _____

2. License/Certificate issued by:

Field/Trade/Specialization _____ License/Certification Number. _____ Issue Date _____ Expiration Date _____

State any additional information you feel may be helpful to us in considering your application (not to be substituted for employment history).

POLICE/ DETENTION OR FIRE APPLICANTS ONLY

FIRE: Are you age 18 or over?

Yes No

POLICE/DETENTION: Are you age 21 or over?

Yes No

Are you a U.S. Citizen?

Yes No

Are you willing to submit to a full background investigation and FBI fingerprint check?

Yes No Have you ever been granted a United States government security clearance? Yes No
If yes, give type, name of employer, and date clearance was last active:

--

Have you ever had a security clearance suspended, denied, or revoked? Yes No
If yes, give name of employer, date, and explain the circumstances. (Attach separate sheet if necessary)

--

REFERENCES Name: Joseph Dumas Position Applied for: Transit Operator I

You must list three professional references we may contact who are able to evaluate your job related knowledge and abilities.
Please include at least one supervisor (past or present) whom we may contact.

Name	[REDACTED]
Title	[REDACTED]
Company	[REDACTED]
Phone	[REDACTED]

EMPLOYMENT HISTORY

Please complete each section entirely. List all work experience, paid or unpaid, including military experience or volunteer jobs.
A resume shall not be substituted.

LIST PRESENT OR LAST EMPLOYER FIRST.

1	Employer <u>Gil's Rental</u>	Type of Business <u>Rental</u>	Job Title <u>Mechanic</u>
Employer Address <u>1400 N. Riverside Dr.</u>		Telephone No. <u>(505) 753-2833</u>	
Dates: (Mo/Dy/Yr) From <u>02/09</u> To <u>02/14</u>		Supervisor Name/Title <u>Victor Archuleta</u>	Pay: Starting <u>\$18.50</u> Final <u>\$110.00</u>
May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving <u>was not happy</u>	
If you supervised employees, please indicate number and give dates No. _____ From (Mo/Yr) _____ To (Mo/Yr) _____		Check One:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time
		Hours per week:	<u>40</u>
Duties/Responsibilities: <u>Mechanic work, maintenance heavy equipment.</u> <u>Dealing with customers, loading equipment</u> <u>Servicing utlalv Trucks and Trailers,</u> <u>Experienced welder.</u>			
Do not write in this area YRS: <u>5</u> MO: <u>1</u>			

EMPLOYMENT (Continued) Name: Joseph Dimas Position Applied for: Transit Operator I

2	Employer <u>Wayne Archuleta</u>	Type of Business <u>Construction</u>	Job Title <u>Construction</u>
Employer Address		Telephone No. <u>(505) 579-4139</u>	
Dates: (Mo/Dy/Yr) From <u>06/06/05</u> To <u>01/10/09</u>		Supervisor Name/Title <u>Wayne Archuleta</u>	Pay: Starting <u>\$10.00</u> Final <u>\$12.00</u>
May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving <u>lack of work</u>	
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) To (Mo/Yr)		Check One: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: <u>40+</u>	
Duties/Responsibilities: <u>Roofing Carpentry Handy man</u>			
Do not write in this area YRS: MO:			

3	Employer	Type of Business	Job Title
Employer Address		Telephone No. <u>()</u>	
Dates: (Mo/Dy/Yr) From <u> </u> To <u> </u>		Supervisor Name/Title	Pay: Starting <u> </u> Final <u> </u>
May we contact? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Reason for Leaving	
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) To (Mo/Yr)		Check One: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time Hours per week: <u> </u>	
Duties/Responsibilities:			
Do not write in this area YRS: MO:			

EMPLOYMENT (Continued) Name: Joseph Davis Position Applied for: Transit Operator I

6	Employer	Type of Business	Job Title
Employer Address		Telephone No. ()	
Dates: (Mo/Dy/Yr) From To	Supervisor Name/Title	Pay: Starting Final	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving		
If you supervised employees, please indicate number and give dates No. From (Mo/Yr) To (Mo/Yr)		Check One:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week:
Duties/Responsibilities:			
Do not write in this area YRS: MO:			

For additional experience blocks, please use continuation sheet available from the Human Resources Division.

I certify that the information contained in this application is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of this application or dismissal after employment. I hereby authorize Los Alamos County to investigate the information contained herein and contact those current and previous employers I have approved. I release all references, current and previous employers and schools from damages resulting from furnishing such information. I understand that this application shall become a public record upon receipt and, therefore, shall be available for public inspection. I understand that if hired, Los Alamos County will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Signature of Applicant

Date

4/3/14

R	T	C	LT	EMPLOYER USE ONLY			
Job Title <u>Transit Operator I-Lim. Term</u>				Grade <u>14</u>	Salary <u>15.43</u>	Start Date <u>7/7/14</u>	
Dept. Director Approval <u>PL</u>				Date <u>6-25-14</u>	Min Q1 <u>13.99</u>		
H.R. Manager Approval <u>CAO</u>				Date <u>7-2-14</u>	Min Q2 <u>15.74</u>		
CAO/Util. Mgr. Approval <u>PL</u>				Date <u>7/2/14</u>	Min Q3 <u>17.48</u>		
Offer Accepted Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					Min Q4 <u>19.23</u>		
Pre-employment Test (s) <u>(if applicable)</u>							



Los Alamos County FY 2017 Annual Increase Summary

Employee: Dimas, Joseph
Title: Transit Operator I
Department: PW-TRANSIT

This form provides information about your annual increase for FY 2017. Your new hourly pay rate will be effective on July 3, 2016 (the start of the first full pay period in FY 2017) and will be reflected in your July 21st paycheck.

		Minimum of Grade	Maximum of Grade
Current Pay Grade	114	14.47	21.15
New Pay Grade	114	14.65	21.60

PAY RATE INFORMATION			
Current Step	9	Current Hourly Rate	15.63
COST OF LIVING - approximate placement increase per hour		.24	
PERFORMANCE INCREASE – approximate annual increase per hour		.16	
New step, new hourly rate and total increase percentage	Step 10	\$16.02	2.54%

Note: The adjustments and totals may include small rounding adjustments.

cc: Personnel File



LOS ALAMOS COUNTY

ENTERED
12/21/15 me

HR-15DEC21-AM10:48

PERSONNEL ACTION NOTICE

EMPLOYEE #	LAST NAME Dimas	FIRST NAME Joseph	MI	SSN	EFFECTIVE DATE 12/21/16
------------	--------------------	----------------------	----	-----	----------------------------

NEW HIRE SECTION TO BE COMPLETED BY HUMAN RESOURCES					
JOB TITLE		CLASS CODE	SCHEDULED WORK HOURS <input type="checkbox"/> 40 <input type="checkbox"/> 30 <input type="checkbox"/> 20 <input type="checkbox"/> CASUAL		HIRE DATE
JOB CATEGORY <input type="checkbox"/> REG <input type="checkbox"/> TEMP <input type="checkbox"/> CAS <input type="checkbox"/> LT		FLSA <input type="checkbox"/> NE <input type="checkbox"/> EX	DEPT/DIV	LOCATION	ADJUSTED SERVICE DATE
SUPERVISOR <i>Ben Smithson</i>		SALARY \$ /HR \$ /YR			GRADE/STEP /
ADDRESS		PHONE NUMBERS		HOME	CELL
BIRTH DATE		MARITAL STATUS <input type="checkbox"/> S <input type="checkbox"/> M	GENDER <input type="checkbox"/> M <input type="checkbox"/> F	W-4	EEO
EMERGENCY CONTACT		PHONE NUMBERS		HOME	CELL
					OTHER

FROM		TO		FROM		TO	
SALARY	\$ PER HOUR PER YEAR	\$ PER HOUR PER YEAR	DEPARTMENT & DIVISION				
SALARY ADJUST (ENTER NEW RATES)	\$ PER HOUR PER YEAR	\$ PER HOUR PER YEAR	SUPERVISOR	NAME	NAME		EMP #
ADJUSTMENT DUE TO	EQUITY	EDUCATION	ADDL DUTIES	OTHER			
CLASS CODE			SHIFT CHANGE				
JOB TITLE			SCHEDULED HOURS	<input type="checkbox"/> 40 HOURS/WEEK <input type="checkbox"/> OTHER (SPECIFY)	<input type="checkbox"/> 40 HOURS/WEEK <input type="checkbox"/> OTHER (SPECIFY)		
GRADE/STEP	/	/	FLSA	<input type="checkbox"/> EX <input type="checkbox"/> NE	<input type="checkbox"/> EX <input type="checkbox"/> NE		
CATEGORY	<input type="checkbox"/> REG <input type="checkbox"/> LT <input type="checkbox"/> TEMP <input type="checkbox"/> CAS	<input type="checkbox"/> REG <input type="checkbox"/> LT <input type="checkbox"/> TEMP <input type="checkbox"/> CAS	LEAVE OF ABSENCE				
ADJUSTED SERVICE DATE			SUSPENSION				
INCENTIVE (INCLUDES ACTING PAY)	TYPE	AMOUNT	TYPE	AMOUNT	TERMINATION	TERM DATE	LAST DATE WORKED
	TYPE	AMOUNT	TYPE	AMOUNT	TERMINATION TYPE	<input type="checkbox"/> VOLUNTARY <input type="checkbox"/> RETIREMENT	<input type="checkbox"/> END OF TEMP SERVICE <input type="checkbox"/> INVOLUNTARY

REMARKS In Self Service, please change the "Supervised By" from Jonathan Henley, Lead Transit Operator, to Charles Flowers, Transit Supervisor, for the purpose of viewing leave balances and approving leave requests. Thank you.
<i>67102-01 8464</i>

APPROVALS							
REQUESTED BY 	DATE 12/21/16	EMPLOYEE #	HR MGR <i>For</i>	DATE			
DEPT DIRECTOR APPROVAL 	DATE	EMPLOYEE #	ED Maldonado	12/23/15			
			COUNTY MGR OR UTILITIES MGR APPROVAL				

HR USE ONLY	CURRENT _____	ENTERED <i>✓</i>
MIN GRADE 5%	VERIFIED <i>✓</i>	
PAYOUT _____	PAYOUT _____	



LOS ALAMOS COUNTY

ENTERED
10/28/15

PERSONNEL ACTION NOTICE

EMPLOYEE #	LAST NAME Dimas	FIRST Joseph	M.I. J	S.S.#	EFFECTIVE DATE 10/25/15
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TO BE COMPLETED BY HUMAN RESOURCES

SALARY \$ 15,621/32,489.60	<input checked="" type="checkbox"/> Hr. DIFF. %	<input type="checkbox"/> Reg. <input type="checkbox"/> Temp. <input type="checkbox"/> Cas. <input type="checkbox"/> Lt. <input type="checkbox"/> Stud.	HIRE DATE 3/30/15
OCC CODE 6713 R09	JOB TITLE Transit Operator	FLSA NE	GRADE 114/09
SHIFT	SCHEDULED HOURS <input checked="" type="checkbox"/> 40 HR. <input type="checkbox"/> Other: _____	GROUP CODE	DEPT. NO. PW DIV. NO. DIV. TRANSIT LOCATION SUPERVISOR Jonathan Henley 6711R-02

NEW HIRE

EMPLOYEE DATA						
ADDRESS						
PHONE NO.	M. STATUS	SEX	W-2	EEO	CITIZEN	VETERAN
EMERGENCY CONTACT			HOME: _____			
			WORK: _____			

EDUCATION			
DEGREE YR.	LEVEL	SUBJECT	SCHOOL
DEGREE YR.	LEVEL	SUBJECT	SCHOOL
PROBATION			

BENEFITS / DEDUCTIONS						
BIRTH DATE	MED PLAN	VOL. STD. AMT.				
DENTAL	VSP	BASIC LIFE		DEP. LIFE		

BENEFITS				
SPL:DED/AMT (LIFE OR AD&D)				EFFECTIVE DATE
457/LAC/PERA				EFFECTIVE DATE

FROM		TO		
<input type="checkbox"/> Salary	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	INCR. %	
MERIT	EQUITY	PROMOTION	NEXT REVIEW DATE	
<input type="checkbox"/> Perf. Rating				
<input type="checkbox"/> Job Code /Grade	6713L-01	6713R-09		
<input type="checkbox"/> Job Title				
<input type="checkbox"/> Shift				
<input type="checkbox"/> Pay Diff.	%	REASON	%	REASON
<input checked="" type="checkbox"/> Category	<input type="checkbox"/> Regular <input checked="" type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	<input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	
<input type="checkbox"/> Incentive	TYPE	AMOUNT	TYPE	AMOUNT
<input type="checkbox"/> Union	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		

FROM		TO				
<input type="checkbox"/> FLSA	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt				
<input type="checkbox"/> Sched. Hours	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____				
<input type="checkbox"/> Adjusted Serv. Date						
<input type="checkbox"/> Benefits	MED PLN	VOL. STD. AMT.	MED PLN	VOL. STD. AMT.		
	SPL: DED / AMT			SPL: DED / AMT		
<input type="checkbox"/> Department	GROUP CODE	DEPT. NO.	DIV. NO.	GROUP CODE	DEPT. NO.	DIV. NO.
	SUPERVISOR			SUPERVISOR		
<input type="checkbox"/> Leave of Absence	DATE			DATE		
	TYPE					
<input type="checkbox"/> Suspension	DATE			DATE		
	REASON					
<input type="checkbox"/> Termination	TERMINATION DATE			LAST DAY WORKED		

REMARKS						
Promotion LT-Reg PR # 16-43						

APPROVALS

REQUESTED BY 10/28/15	DATE 10/20/15	HUMAN RESOURCES DIRECTOR Wendell Davis	DATE 10/28/15
APPROVAL DEPT. DIRECTOR	DATE	APPROVAL CAO	DATE



Los Alamos County FY 2016 Annual Increase Summary

Employee: Dimas, Joseph

Title: Transit Operator I

Department: PW-TRANSIT

This form provides information about your annual increase for FY 2016. Your new hourly pay rate will be effective on July 5, 2015 (the start of the first full pay period in FY 2016) and will be reflected in your July 23rd paycheck.

		Minimum of Grade	Maximum of Grade
Current Pay Grade	14	\$29,093	\$43,640
New Pay Grade	114	\$30,100	\$44,000

PAY RATE INFORMATION			
Current Hourly Rate		\$15.49	
Placement Step	Step 9	Approximate Placement Increase (Per Hour)	\$.14
New Hourly Rate & Total Increase Percentage		\$15.63	0.87%

Note: The adjustments and totals may include small rounding adjustments.

cc: Personnel File



LOS ALAMOS COUNTY

PERSONNEL ACTION NOTICE

EMPLOYEE #	LAST NAME DIMAS	FIRST JOSEPH	M.I.	S.S. #	EFFECTIVE DATE 6-22-15
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TO BE COMPLETED BY HUMAN RESOURCES

SALARY \$	<input type="checkbox"/> Hr.	DIFF. %	JOB CATEGORY <input type="checkbox"/> Reg. <input type="checkbox"/> Temp. <input type="checkbox"/> Cas. <input type="checkbox"/> Lt. <input type="checkbox"/> Stud.	HIRE DATE
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OCC CODE	JOB TITLE	FLSA	GRADE	WORK COMP.	ADJUSTED SERVICE DATE
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SHIFT	SCHEDULED HOURS <input type="checkbox"/> 40 HR. <input type="checkbox"/> Other: _____	GROUP CODE	DEPT. NO.	DIV. NO.	LOCATION	SUPERVISOR J. Henley
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NEW HIRE

EMPLOYEE DATA

ADDRESS						
PHONE NO.	M. STATUS	SEX	W-2	EEO	CITIZEN	VETERAN
EMERGENCY CONTACT		HOME: _____				
		WORK: _____				

EDUCATION

DEGREE YR.	LEVEL	SUBJECT	SCHOOL
DEGREE YR.	LEVEL	SUBJECT	SCHOOL
PROBATION			

BENEFITS / DEDUCTIONS

BIRTH DATE	MED PLAN	VOL. STD.AMT.
DENTAL	VSP	BASIC LIFE
		DEP. LIFE

BENEFITS

SPL:DED/AMT (LIFE OR AD&D)	EFFECTIVE DATE
457/LAC/PERA	EFFECTIVE DATE

STATUS CHANGE

FROM TO

	FROM	TO
<input type="checkbox"/> Salary	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk. INCR. %
	MERIT EQUITY \$	PROMOTION \$ NEXT REVIEW DATE
<input type="checkbox"/> Perf. Rating		
<input type="checkbox"/> Job Code /Grade		
<input type="checkbox"/> Job Title		
<input type="checkbox"/> Shift		
<input type="checkbox"/> Pay Diff.	% REASON	% REASON
<input type="checkbox"/> Category	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud
<input type="checkbox"/> Incentive	TYPE AMOUNT	TYPE AMOUNT
<input type="checkbox"/> Union	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

FROM TO

	FROM	TO
<input type="checkbox"/> FLSA	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<input type="checkbox"/> Sched. Hours	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____
<input type="checkbox"/> Adjusted Serv. Date		
<input type="checkbox"/> Benefits	MED PLN VOL. STD. AMT.	MED PLN VOL. STD. AMT.
	SPL: DED / AMT	SPL: DED / AMT
<input checked="" type="checkbox"/> Department	GROUP CODE DEPT. NO. DIV. NO.	GROUP CODE DEPT. NO. DIV. NO.
	SUPERVISOR	
<input type="checkbox"/> Leave of Absence	DATE	DATE
	TYPE	
<input type="checkbox"/> Suspension	DATE	DATE
	REASON	
<input type="checkbox"/> Termination	TERMINATION DATE	LAST DAY WORKED

REMARKS *PLACE MR. DIMAS UNDER JONATHAN HENLEY, ACTING TRANSIT SUPERVISOR, IN THE eP SYSTEM, SO THE LATTER CAN REVIEW/APPROVE REQUESTS.*

APPROVALS

REQUESTED BY <i>Mark Dunn</i>	DATE 6-22-15	HUMAN RESOURCES DIRECTOR <i>Rebecca D. Morris</i>	DATE 6/20/15
APPROVAL DEPT. DIRECTOR <i>Mark Morris</i>	DATE 6-23-15	APPROVAL CAO	DATE



LOS ALAMOS COUNTY

PERSONNEL ACTION NOTICE

EMPLOYEE #	LAST NAME DIMAS, Joseph	FIRST	M.I.	S.S. #	EFFECTIVE DATE 5/24/15
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TO BE COMPLETED BY HUMAN RESOURCES

SALARY \$		<input type="checkbox"/> Hr.	DIFF. %	JOB CATEGORY <input type="checkbox"/> Reg. <input type="checkbox"/> Temp. <input type="checkbox"/> Cas. <input type="checkbox"/> LL <input type="checkbox"/> Stud.	HIRE DATE			
OCC. CODE	JOB TITLE				FLSA	GRADE	WORK COMP.	ADJUSTED SERVICE DATE
SHIFT	SCHEDULED HOURS <input type="checkbox"/> 40 HR. <input type="checkbox"/> Other: _____		GROUP CODE	DEPT. NO.	DIV. NO.	LOCATION	SUPERVISOR K. Rosenbaum	

NEW HIRE

EMPLOYEE DATA						
ADDRESS						
PHONE NO.	M. STATUS	SEX	W-2	EEO	CITIZEN	VETERAN
EMERGENCY CONTACT	HOME: _____					
	WORK: _____					

EDUCATION			
DEGREE YR.	LEVEL	SUBJECT	SCHOOL
DEGREE YR.	LEVEL	SUBJECT	SCHOOL
PROBATION			

BENEFITS / DEDUCTIONS			
BIRTH DATE	MED PLAN	VOL. STD. AMT.	
DENTAL	VSP	BASIC LIFE	DEP. LIFE

BENEFITS	
SPL:DED/AMT (LIFE OR AD&D)	EFFECTIVE DATE
457/LAC/PERA	EFFECTIVE DATE

FROM		TO	
<input type="checkbox"/> Salary	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	INCR. %
MERIT	EQUITY \$	PROMOTION \$	NEXT REVIEW DATE
<input type="checkbox"/> Perf. Rating			
<input type="checkbox"/> Job Code /Grade			
<input type="checkbox"/> Job Title			
<input type="checkbox"/> Shift			
<input type="checkbox"/> Pay Diff.	%	REASON	%
<input type="checkbox"/> Category	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	
<input type="checkbox"/> Incentive	TYPE	AMOUNT	TYPE
	TYPE	AMOUNT	TYPE
<input type="checkbox"/> Union	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

FROM		TO		
<input type="checkbox"/> FLSA	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
<input type="checkbox"/> Sched. Hours	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____		
<input type="checkbox"/> Adjusted Serv. Date				
<input type="checkbox"/> Benefits	MED PLN	VOL. STD. AMT.	MED PLN	
	SPL: DED / AMT		SPL: DED / AMT	
<input type="checkbox"/> Department	GROUP CODE	DEPT. NO.	DIV. NO.	GROUP CODE
	SUPERVISOR		SUPERVISOR	
<input type="checkbox"/> Leave of Absence	DATE		DATE	
	TYPE			
<input type="checkbox"/> Suspension	DATE		DATE	
	REASON			
<input type="checkbox"/> Termination	TERMINATION DATE		LAST DAY WORKED	

REMARKS	SUPERVISOR REPORTING STRUCTURE CHANGE FROM FRANCINE SUAZO, MANAGEMENT ANALYST ([REDACTED]) TO KEITH ROSENBAUM, OPERATIONS SUPERVISOR ([REDACTED]) 610R-01		
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APPROVALS			
REQUESTED BY Mark	DATE 6-3-15	HUMAN RESOURCES DIRECTOR Reed	DATE 6/9/15
APPROVAL DEPT. DIRECTOR David Chay	DATE 6-3-15	APPROVAL CAO	DATE

White = OPF Canary = Dept. Pink = Employee

CHANGE WORK LOCATION FROM TRAFFIC TO PCS BLDG 1



LOS ALAMOS COUNTY

PERSONNEL ACTION NOTICE

Ne
3-31-15

EMPLOYEE #	LAST NAME	FIRST	M.I.	S.S. #	EFFECTIVE DATE
	Dimas	Joseph	J		3-30-15

TO BE COMPLETED BY HUMAN RESOURCES

SALARY \$ 15490	<input checked="" type="checkbox"/> Hr. <input type="checkbox"/> DIFF. %	JOB CATEGORY <input type="checkbox"/> Reg. <input type="checkbox"/> Temp. <input type="checkbox"/> Cas. <input checked="" type="checkbox"/> LL <input type="checkbox"/> Stud.	HIRE DATE 3-30-15		
OCC. CODE 6013	JOB TITLE Transit Operator I	FLSA NE	GRADE 14	WORK COMP 50017380	ADJUSTED SERVICE DATE
SHIFT	SCHEDULED HOURS <input type="checkbox"/> 40 HR. <input type="checkbox"/> Other: _____	GROUP CODE 8	DEPT. NO. PW	DIV. NO. Transit	LOCATION
SUPERVISOR Fran Suazo Patty Shetton					

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EMPLOYEE DATA

BENEFITS / DEDUCTIONS			
BIRTH DATE 1986	MED PLAN	VOL STD.AMT.	
DENTAL	VSP	BASIC LIFE	DEP. LIFE

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	FROM		TO	
<input type="checkbox"/> Salary	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	INCR. %	
MERIT	EQUITY	PROMOTION	NEXT REVIEW DATE	
<input type="checkbox"/> Perf. Rating				
<input type="checkbox"/> Job Code /Grade				
<input type="checkbox"/> Job Title				
<input type="checkbox"/> Shift				
<input type="checkbox"/> Pay Diff.	%	REASON	%	REASON
<input type="checkbox"/> Category	<input type="checkbox"/> Regular <input type="checkbox"/> Cas	<input type="checkbox"/> LT <input type="checkbox"/> Stud	<input type="checkbox"/> Regular <input type="checkbox"/> Cas	<input type="checkbox"/> LT <input type="checkbox"/> Stud
<input type="checkbox"/> Incentive	TYPE	AMOUNT	TYPE	AMOUNT
<input type="checkbox"/> Union	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO

EDUCATION			
DEGREE YR.	LEVEL	SUBJECT	SCHOOL
DEGREE YR.	LEVEL	SUBJECT	SCHOOL
PROBATION			

BENEFITS	
SPL:DED/AMT (LIFE OR AD&D)	EFFECTIVE DATE
457/LAC/PERA	EFFECTIVE DATE

	FROM		TO			
<input type="checkbox"/> FLSA	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt		
<input type="checkbox"/> Sched. Hours	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____		<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____			
<input type="checkbox"/> Adjusted Serv. Date						
<input type="checkbox"/> Benefits	MED PLN	VOL STD. AMT.	MED PLN	VOL STD. AMT.		
	SPL: DED / AMT		SPL: DED / AMT			
<input type="checkbox"/> Department	GROUP CODE	DEPT. NO.	DIV. NO.	GROUP CODE	DEPT. NO.	DIV. NO.
	SUPERVISOR			SUPERVISOR		
<input type="checkbox"/> Leave of Absence	DATE		DATE			
	TYPE					
<input type="checkbox"/> Suspension	DATE		DATE			
	REASON					
<input type="checkbox"/> Termination	TERMINATION DATE			LAST DAY WORKED		

REMARKS

New hire/rehire # 15-69

APPROVALS

REQUESTED BY <i>David</i>	DATE 3/30/15	HUMAN RESOURCES DIRECTOR <i>Ed McLean</i>	DATE 04/07/15
APPROVAL DEPT. DIRECTOR	DATE	APPROVAL CAO	DATE



LOS ALAMOS COUNTY

PERSONNEL ACTION NOTICE

EMPLOYEE #	LAST NAME	FIRST	M.I.	S.S.#	EFFECTIVE DATE
	Dimas	Joseph	S.		7/21/2014

TO BE COMPLETED BY HUMAN RESOURCES								
SALARY \$ 15.43	<input checked="" type="checkbox"/> Hr.	DIFF. %	JOB CATEGORY <input type="checkbox"/> Reg. <input type="checkbox"/> Temp. <input type="checkbox"/> Cas.	<input checked="" type="checkbox"/> LL	<input type="checkbox"/> Stud.	HIRE DATE 7/21/2014		
OCC. CODE 16733V	JOB TITLE Transit Operator I			FLSA NE	GRADE 14	WORK COMP. 500 15 7360	ADJUSTED SERVICE DATE	
SHIFT	SCHEDULED HOURS <input type="checkbox"/> 40 HR. <input type="checkbox"/> Other:		GROUP CODE 8	DEPT. NO. PN	DIV. NO. Transit	LOCATION	SUPERVISOR	

EMPLOYEE DATA				EDUCATION			
				DEGREE YR.	LEVEL	SUBJECT	SCHOOL
				DEGREE YR.	LEVEL	SUBJECT	SCHOOL
				PROBATION			

BENEFITS / DEDUCTIONS				BENEFITS			
BIRTH DATE 1986	MED PLAN		VOL STD. AMT.	SPL:DED/AMT (LIFE OR AD&D)		EFFECTIVE DATE	
DENTAL	VSP	BASIC LIFE	DEP. LIFE	457/LAC/PERA		EFFECTIVE DATE	

FROM				TO				
<input type="checkbox"/> Salary	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	\$ <input type="checkbox"/> Hr. <input type="checkbox"/> Wk.	INCR. %	<input type="checkbox"/> FLSA	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
MERIT	EQUITY	PROMOTION	NEXT REVIEW DATE	<input type="checkbox"/> Sched. Hours	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____	<input type="checkbox"/> 40 Hours / Week <input type="checkbox"/> Other _____		
<input type="checkbox"/> Perf. Rating				<input type="checkbox"/> Adjusted Serv. Data				
<input type="checkbox"/> Job Code / Grade				<input type="checkbox"/> Benefits	MED PLN	VOL STD. AMT.	MED PLN	VOL STD. AMT.
<input type="checkbox"/> Job Title				<input type="checkbox"/> SPL:DED / AMT	SPL:DED / AMT			
<input type="checkbox"/> Shift				<input type="checkbox"/> Department	GROUP CODE	DEPT. NO.	DIV. NO.	
<input type="checkbox"/> Pay Diff.	%	REASON	%	<input type="checkbox"/> SUPERVISOR	SUPERVISOR			
<input type="checkbox"/> Category	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	<input type="checkbox"/> Regular <input type="checkbox"/> LT <input type="checkbox"/> Temporary <input type="checkbox"/> Cas <input type="checkbox"/> Stud	<input type="checkbox"/> Leave of Absence	DATE	DATE			
<input type="checkbox"/> Incentive	TYPE	AMOUNT	TYPE	TYPE	TYPE			
<input type="checkbox"/> Union	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Suspension	DATE	DATE			
			<input type="checkbox"/> Termination	TERMINATION DATE	LAST DAY WORKED			

REMARKS			
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APPROVALS			
REQUESTED BY Dimas Joseph	DATE 7/21/2014	HUMAN RESOURCES DIRECTOR Canary	DATE 7/21/2014
APPROVAL DEPT. DIRECTOR	DATE	APPROVAL CAO	DATE



LOS ALAMOS COUNTY
Human Resources Division
P.O. Box 30, Los Alamos, NM 87544
(505) 662-8040 Fax (505) 662-8000

HARASSMENT POLICY ACKNOWLEDGEMENT

Joseph Dimas
I, *J. D.*
Please print name

[REDACTED], an employee of Los Alamos
Employee #

County hereby certify that I have received a copy of the Los Alamos County Harassment policy. I realize that violation of this policy could result in disciplinary action up to and including termination of employment and appropriate legal action. I understand that as a condition of employment I must abide by the terms of this policy.

J. D.
Signature

07/21/2014
Date

WORKPLACE VIOLENCE POLICY ACKNOWLEDGEMENT

I, *Joseph Dimas*
Please print name

[REDACTED], an employee of Los Alamos
Employee #

County hereby certify that I have received a copy of the Los Alamos County Workplace Violence policy. I realize that violation of this policy could result in disciplinary action up to and including termination of employment and appropriate legal action. I understand that as a condition of employment I must abide by the terms of this policy.

J. D.
Signature

07/21/2014
Date

